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The Office of Personnel Management (OPM) is coordinating a Government-wide transfer of donated annual leave under the Emergency Leave Transfer Program for Major Disasters or Emergencies for employees adversely affected by Hurricane Katrina and its aftermath. Two agencies have contacted OPM and requested approximately 18,000 hours of donated annual leave to assist their employees and OPM anticipates that they will receive additional requests for donated leave from other agencies.

Under the Emergency Leave Transfer Program for Major Disasters or Emergencies, employees may donate annual leave or restored annual leave for transfer to other Federal employees who need additional time off from work to continue recovery efforts from Hurricane Katrina. Leave donors may donate a minimum of 1 hour and a maximum of 104 hours of annual leave and/or restored annual leave. However, leave donors may not designate who receives the leave donation.

Federal employees have always been on the forefront of assisting their coworkers in times of need and making positive contributions to improve the quality of life for all. We ask that Commerce employees continue this tradition and donate leave to further assist our federal coworkers while they heal and recover from this major disaster. Employees who wish to donate annual and/or restored annual leave should contact their bureau emergency leave transfer coordinator who will provide guidance to assist you in donating leave to this worthy cause. Since the Department needs to provide an estimate of the potential number of donated leave hours to OPM, we ask that you work with your bureau coordinators to transfer the leave before October 15, 2006. Bureau coordinators will work with the Department's Office of Human Resources Management to facilitate the transfer of leave to OPM for subsequent distribution to affected employees. For additional information about this program, please contact your bureau leave transfer coordinator:

Bureau Emergency Leave Transfer Coordinators:

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